



Frederick County Division of Public Works

DEPARTMENT OF CONSTRUCTION MANAGEMENT & INSPECTION

118 North Market Street

Frederick, Maryland 21701

(301)600-2079/Fax (301)600-3517

DIRECTOR
Alan Hudak, P.E.

DEPARTMENT HEAD
Charles F. Nipe

Proposal/Contract for Developer Funded Water and Sewer Projects

- Complete Proposal Form package including all sections and return to Blair Hovatter at the above address
 - Anyone who signs **any of the forms** as a contractor's officer or agent in the Proposal Form package must be listed by name, title, and address on page 1-02 (except witnesses)
 - All titles must be consistent on all forms signed
- Two complete sets are required with original signatures
- Each bond requires a raised seal for the Contractor (if available) and the Surety Company
- The name of the Surety Company Attorney-in-Fact must be typed below the signature
- Each bond requires a Power of Attorney Certificate with a raised seal
- An Insurance Certificate is required with each set; Frederick County must be named as Additional Insured on the certificate
- Contractor's name and address must be the same on the contract, bonds, and the insurance certificate
- **Do not** cross out or white out